

# **Flipcharts of NER-RAC-HLS**

## **Working Meeting - October 28, 2005**

### **HOSPITAL LIBRARIAN ORIENTATION PACKET**

#### **GOALS**

1. To assist and support the new hospital librarian.
2. To improve the professional standing of the librarian within their institution.
3. To improve the professional performance of hospital librarians within New England.

#### **OBJECTIVES**

- A. Introduce new librarians to professional librarianship in the region by providing appropriate resources for their use.
- B. Educate new hospital librarians about the current MLA-HSL Standards for Hospital Libraries.
- C. Apply uniform practices for hospital librarians throughout the region by encouraging participation in state and regional library groups, and by assisting hospital administration in supporting professionalism of the librarian through marketing efforts.

#### **STATEMENT OF WORK**

- ❖ An orientation packet will be sent to individuals who have accepted positions as a hospital librarian in the New England region.
- ❖ Packet contents will be reviewed on an annual basis by members of the Subcommittee.
- ❖ Distribution and maintenance will be performed by the NER.

#### **DELIVERABLES (PACKET CONTENTS)**

<b>DELIVERABLES</b>	<b>LEAD</b>
Welcome Letter	Mark
MLA-HSL Standards	Denise
Introductory Letters from state/local groups	Group Presidents
Training Opportunities	Margo
Introductory sheet from the NER/ NER	Mark
List of Acronyms (e.g. JCAHO)	Sheila
List of Listservs	Penny, Mark
Bibliography of key texts/sources for hospital libraries	Shirley
Important phone numbers	Mark, Local Groups
Local contacts list	Local Groups
FAQ's for NLM Products	NER, Mark

## **HOSPITAL LIBRARIAN INTERVENTION TOOLKIT**

### **GOALS**

1. To maintain, improve, and promote library services and staffing in existing medical institutions.

### **OBJECTIVES**

- A. Identify, in a timely manner, institutions that are at risk at downsizing or closing.
- B. Minimize hospital library closures or downsizings.
- C. Establish alert mechanism for the NER to intervene.

### **STATEMENT OF WORK**

- ❖ Create and develop a library intervention toolkit for the NER, which establishes a process through which each individual situation is assessed and intervention determined.
- ❖ Toolkit contents will be reviewed on an annual basis by members of the Subcommittee.
- ❖ Distribution and maintenance will be performed by NER.

### **DELIVERABLES (TOOLKIT CONTENTS)**

<b>DELIVERABLES</b>	<b>LEAD</b>
Letter of Support to Hospital Administrator	Anne Mark
Letter of Regret to Hospital Administrator	Mark Anne
Copy of article:  <i>"The value and impact of information provided through library services for patient care: a systematic review"</i> by Weightman, A.L., et al.	Mark
List of library values	Sheila
Policies & Procedures Manual for NER	Anne Mark

## **HOSPITAL LIBRARY MARKETING PLAN**

### **GOALS**

1. To assist hospital libraries in marketing their services and promoting themselves within their institutions.

### **OBJECTIVES**

- A. Create checklist to expand usage of library services.
- B. Create checklist to measure value and worth of library services.

### **STATEMENT OF WORK**

- ❖ Create a sample hospital library marketing plan.
- ❖ Incorporate and integrate national, regional, and local marketing plans.

### **DELIVERABLES (PLAN CONTENTS)**

<b>DELIVERABLES</b>	<b>LEAD</b>	<b>NOTES</b>
Checklist to expand services	Sheila	
Checklist to measure value	Anne	
Sample Job Description	Anne	
Sample Marketing Plan	Barbara	Will query MEDLIB-L.
Sample Assessment	Mark	SWOT (Strengths, Weaknesses, Opportunities, Threats) Situational Analysis
Sample Letter to Administrator	Mark	Regarding the value of the librarian within the institution.

## **ACTION TIMELINE FOR PROJECTS**

<b>PACKET</b>	<b>COMPLETION DATE</b>	<b>BETA TEST DATE</b>
Orientation Packet	December 31, 2005	January – February, 2006
Intervention Toolkit	January 31, 2006	March – April, 2006
Marketing Plan	April 1, 2006	Begin work no later than March 1, 2006

### **PARKING LOT**

- ➔ Has MLA already prepared something for new librarians in the way of orientation?
- ➔ Should we formally establish a regional mentoring program?
- ➔ Should we establish a Hospital Librarian Jobline via the NER web site?

**FINIS**